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HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
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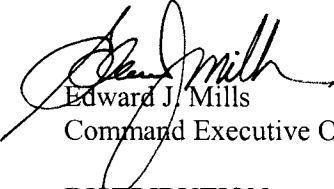
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Information Management: Publishing and Printing
USMEPCOM ADMINISTRATIVE PUBLICATIONS AND FORMS PROGRAMS

FOR THE COMMANDER:

OFFICIAL:

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DISTRIBUTION:
A (Electronic only publication)

Summary. This regulation is a consolidation of several United States Military Processing Command (USMEPCOM) administrative publications on the subjects of publications and forms. It is to be used with Army Regulation (AR) 25-30 (The Army Publishing Program) and AR 25-1 (Army Knowledge Management and Information Technology Management). Procedural guidance for publications is established according to Department of the Army (DA) Pamphlet 25-40 (Army Publishing: Action Officers Guide) and for forms according to DA Pamphlet 25-31 (Forms Management, Analysis, and Design). This regulation establishes policy and procedures for preparation, submission, and distribution of USMEPCOM administrative publications and forms, and the establishment of publications control officer's (PCO's) duties and forms manager's duties. It also gives instruction on the creation and management of local forms. This regulation also establishes USMEPCOM Form 25-34-1-R-E (Manuscript Requirements, Coordination, and Submission Checklist).

Applicability. This regulation applies to all elements of USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

*This regulation supersedes USMEPCOM Regulation 25-33, 11 August 1997; USMEPCOM Pamphlet 25-30, 28 January 2003; and USMEPCOM Pamphlet 25-32, 28 January 2003; and it rescinds USMEPCOM Pamphlet 25-31, 13 June 1990; and USMEPCOM Forms 25-33-1-R-E, 1 August 1997; and USMEPCOM Form 25-33-2-R-E, 1 January 2000.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, Support Services Division (MCEA-SS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), or memorandum, to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions. The management control checklist is found in Army Regulation (AR) 25-30, appendix B.

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Chapter 1

General

1-1. Purpose

This regulation prescribes policies and procedures for preparing, coordinating, authenticating, publishing, and distributing United States Military Entrance Processing Command (USMEPCOM) administrative publications and forms.

1-2. References

References are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are listed in the glossary.

1-4. Responsibilities

a. Commander, USMEPCOM, will—

(1) Ensure USMEPCOM administrative publications are in compliance with Army Regulation (AR) 25-30 (The Army Publishing Program) and Department of the Army (DA) Pamphlet 25-31 (Forms Management, Analysis, and Design) requirements.

(2) Enforce policies and procedures governing the publishing of administrative publications and forms within USMEPCOM.

(3) Approve USMEPCOM manuscripts for publication.

b. The Deputy Commander/Chief of Staff will—

(1) Review and approve USMEPCOM manuscripts for publication for the Commander, USMEPCOM.

(2) Approve the rescission of USMEPCOM publications.

(3) Resolve nonconcurrences that cannot be resolved during coordination.

c. The Command Executive Officer, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), will authenticate USMEPCOM manuscripts for publishing.

d. The Chief, Support Services Division (MCEA-SS), will—

(1) Establish policy and procedure for publication of USMEPCOM administrative publications and official forms.

(2) Edit manuscripts of administrative publications prior to publication.

(3) Prepare and publish authenticated manuscripts and official forms for electronic publication.

(4) Prepare and maintain publications' background and record set files.

e. Director, J-6 (Information Technology), will—

(1) Support electronic publishing of USMEPCOM administrative publications and official forms on the United States Military Entrance Processing Command Intranet (MEPNET).

(2) Ensure United States Military Entrance Processing Command Integrated Resource System (USMIRS)-based forms are consistent with official USMEPCOM forms.

f. Chief, Public Affairs, will—

(1) Support electronic publishing of USMEPCOM publications and forms on the USMEPCOM public Website.

(2) Prepare graphics for official USMEPCOM numbered posters.

g. Director, J-8 (Resource Management), will review manuscripts for management control requirements.

h. The USMEPCOM Judge Advocate will review USMEPCOM manuscripts to ensure that proposed policies and procedures are consistent with controlling laws, directives, and regulations.

i. HQ USMEPCOM directors and personal/special staff officers will—

(1) Establish USMEPCOM policies and procedures within their functional areas in the appropriate media according to this regulation.

(2) Ensure proposed publications do not conflict with higher echelon or other USMEPCOM policies and procedures and do not conflict with governing laws.

(3) Prepare, coordinate, and submit manuscripts according to the guidance established by this regulation.

(4) Notify MCEA-SS, in writing, of Chief of Staff-approved rescinded USMEPCOM publications and forms.

(5) Review their publications at least every 18 months (the 18-Month Publications Review) and revise/rescind as appropriate.

(6) Update the USMEPCOM Inspector General and management control checklists, as appropriate, to reflect publication revisions.

(7) Review and comment on draft manuscripts from other HQ USMEPCOM staff when coordination review or approval is required.

(8) Ensure policy and procedures are established in the appropriate media, according to this regulation.

j. Sector and military entrance processing station (MEPS) commanders will—

(1) Ensure USMEPCOM publications and forms are available to the users within their unit.

(2) Disseminate publication announcement messages to their publications control officers (PCOs).

(3) Ensure compliance with this regulation when creating supplements, local forms, and standing operating procedures (SOPs).

k. Publication proponents will—

(1) Ensure manuscripts meet the publication preparation, coordination, and submission requirements prescribed in this regulation and on USMEPCOM Form 25-34-1-R-E (Manuscript Requirements, Coordination, and Submission Checklist).

(2) Ensure forms are coordinated with the USMEPCOM Forms Management Officer (FMO).

(3) Serve as the point of contact on matters concerning USMEPCOM publications in their assigned area.

(4) Keep their publications current.

l. Sector and MEPS PCOs will—

(1) Establish a publications account.

(2) Maintain an electronic copy of USMEPCOM publications and forms.

(3) Order hardcopy publications or forms for their personnel.

(4) Serve as contact for their sectors or MEPSs on publication needs.

m. FMOs will—

(1) Ensure efficiency and economy in the development, production, distribution, and use of local forms.

(2) Design, approve, and maintain local electronic and paper-based forms using the appropriate forms design software.

(3) Ensure new and revised forms are essential and fully justified.

(4) Ensure higher echelon forms are used as much as possible in lieu of creating local forms.

(5) Maintain an index of USMEPCOM and local forms.

Chapter 2

USMEPCOM Administrative Publications

Section I

Purpose and Types of USMEPCOM Administrative Publications

2-1. Purpose of administrative publications

USMEPCOM administrative publications establish USMEPCOM-unique policies and procedures affecting all elements of the Command. Administrative publications also standardize procedures to carry out policy throughout the Command. USMEPCOM administrative publications—

- a. Are written at the headquarters level, with the exception of sector supplements. With permission from the USMEPCOM functional proponent, sectors may publish supplements to USMEPCOM regulations (par. 2-2d). MEPSs are not authorized to publish administrative publications.
- b. Cannot establish policy or procedures for agencies or commands outside of USMEPCOM.
- c. Must be coordinated, edited, approved by the Deputy Commander/Chief of Staff, and authenticated by the Command Executive Officer before publishing.

2-2. Types of USMEPCOM administrative publications

a. AR 25-30 lists the types of administrative publications authorized for USMEPCOM publication. Table 2-1 shows the types and uses of the publications selected for use in USMEPCOM. The types of publications are:

- (1) Regulations.
- (2) Pamphlets (standard and informational).
- (3) Posters.
- (4) Sector supplements (par. b below).

b. Sectors may supplement USMEPCOM regulations by permission from the proponent of the regulation. Supplementation is addressed on the title page (Supplementation par.) of each regulation. Information on preparing supplements is in DA Pamphlet 25-40 (Army Publishing: Action Officers Guide), paragraphs 18-10 through 18-13, and in this regulation, par. d below. Sector supplements are cancelled when the basic regulation is revised or rescinded.

c. An SOP is not an administrative publication; however, information on preparing and authenticating SOPs is in appendix B. SOPs are encouraged at all levels.

Table 2-1. Types of administrative publications and their uses			
Type of Info	Used to—	Applies	Effective
Regulations (1)			
Directive	-Establish commandwide policy, assign missions and responsibilities, delegate authority, and set objectives not in ARs. -Prescribe procedures in enough detail to ensure basic policies are carried out uniformly throughout the Command. -Implement policy guidance and instructions from higher headquarters or other Government agencies, such as the DOD and HQDA. -Prescribe forms.	Commandwide	Remains in effect until superseded or rescinded
Standard Pamphlets			
Procedural or reference	Publish information needed to carry out policies and procedures prescribed by USMEPCOM regulations. The information may be specific procedures (e.g., military justice trial procedures in USMEPCOM); special guidelines (e.g., posting and filing publications); or reference data (e.g., catalogs and indexes).	Commandwide	Remains in effect until superseded or rescinded
Informational Pamphlets (2)			
Information, guidance, or reference	The informational pamphlet is used to publish information or guidance on subjects in support of the USMEPCOM mission (e.g., booklet for dependents on wellness and readiness) prescribed in an USMEPCOM regulation.	Commandwide	Remains in effect until superseded or rescinded
Posters (2)			
Information; advertising	Pictorial presentations, placards, or notices that emphasize or attract attention to a specific subject; support a USMEPCOM program prescribed in an USMEPCOM regulation.	Commandwide	Remains in effect until superseded or rescinded
Supplements (3)			
Directive	Sector-unique policies, responsibilities, and administrative procedures required to implement USMEPCOM regulations.	Sector and subordinate MEPS	Remains in effect with the USMEPCOM regulation. Supplements are cancelled when the basic regulation is superseded or rescinded.
Notes: 1. Regulations are limited to a single subject matter. 2. The USMEPCOM printing officer (J-6/MIT) must approve printing of informational pamphlets and posters. 3. With permission from the HQ USMEPCOM functional proponent, sectors may publish supplements to USMEPCOM regulations.			

d. Sector supplements.

(1) With permission from the HQ USMEPCOM functional proponent, sectors may supplement an USMEPCOM regulation. Permission for supplementation is given in the supplementation paragraph on the title page of the USMEPCOM regulation.

(2) A supplement will only contain additional information, explanation, or information specifically needed by the sector. It will not change, supersede, or revise any portion of the USMEPCOM regulation. Sample supplement format is on the MEPNET, Support Services Division page (<https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>).

(3) Supplements will remain effective until superseded or rescinded, or until the USMEPCOM regulation is superseded or rescinded.

(4) Sector proponents must forward an electronic copy of the approved and authenticated supplement to—

(a) HQ USMEPCOM functional proponent identified in the “supplementation” paragraph of the basic USMEPCOM regulation.

(b) USMEPCOM Inspector General.

(c) MCEA-SS (contact the USMEPCOM PCO).

Section II***Methods of Publishing*****2-3 Methods of publishing defined**

The method of publishing is the way in which the manuscript is handled for editing. There are two methods of publishing USMEPCOM administrative publications: priority and routine. Table 2-2 explains the types and methods for new publications. Table 2-3 explains the types and methods for publishing revisions. Table 2-6 shows coordination requirements for each type and method of publishing.

a. Priority - issues policies and procedures immediately. See restrictions in tables 2-2 and 2-3.

b. Routine - issues policies and procedures when not a priority.

2-4. New publications

New publications are publications that have not been previously published. New publications may be priority or routine (table 2-2). Before beginning a new publication, proponents will contact Support Services staff for a pre-edit meeting (pre-edit meeting details are in par. 2-6a.). During the meeting Support Services staff and proponents will discuss the need for the proposed publication and the proposed media for the information.

a. Choosing the media for publishing your information. Each type of medium gives a specific type of information to the user. See table 2-1 for media choices.

b. Publication series numbers. Support Services staff assigns the publication number during the pre-edit meeting. A publication series number is assigned according to the series numbers listed in DA Pamphlet 25-40, appendix H.

c. Publication formats. Publication formats are provided in the samples on the MEPNET (<https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>). Proponents will use the media-specific sample

on the MEPNET for preparing new publications. The sample is set up with the required information needed for each of the USMEPCOM administrative publications media types (excludes posters).

Table 2-2. Types and methods for publishing new publications		
Type and Method: Priority		
Definition	Restrictions	How to Submit
Issues policy or procedures immediately (in lieu of an electronic message). These publications are given immediate attention.	<ul style="list-style-type: none"> -Must be a real priority. -Must be no more than eight pages of text. -Requires direction by the Commander or Deputy Commander/Chief of Staff as a priority. -Must be coordinated. -Must not have a restricted distribution. 	<ul style="list-style-type: none"> -Full publications package. -Include Commander or Deputy Commander/Chief of Staff direction to make a priority publication.
Type and Method: Routine		
Definition	Restrictions	How to Submit
Issues policy or procedures when not a priority. These publications are assigned as normal jobs.	No restrictions.	Full publications package.

2-5. Revisions

Revisions update or change existing publications.

a. There are two types and three methods of publishing revisions. The types (administrative and functional) and methods (priority, rapid action, and major) are explained below.

(1) Administrative revisions. Administrative revisions update non-policy information only (i.e., addresses, office symbols, typographical errors, references, clarifications). Administrative revisions require minimal coordination. Coordination requirements for are in table 2-6.

(2) Functional revisions. Functional revisions change policy or prescribed procedures, including form changes. The three methods for making functional revisions are:

(a) Priority. Priority revisions issue new or revised policies or procedures quickly. Priority revisions must be a real priority (AR 25-30, par. 3-5b(1) defines a real priority). Support Services staff will process the revision and give it a new publication date, effective date, and supersession line. Coordination requirements for priority revisions are in table 2-6.

(b) Rapid action. Rapid action revisions are the normal and most effective method of revising administrative publications. Rapid action revisions process only the revised material (changing eight pages or less.) Coordination requirements for rapid action revisions are in table 2-6.

(c) Major. Major revisions are manuscripts with extensive changes and consolidations of USMEPCOM publications. Coordination requirements for major revisions are in table 2-6.

b. Priority and rapid action revisions are made only to clean (no unincorporated additions to the basic publication) electronic publications. Hardcopy only publications and publications with unincorporated changes will be revised as major functional revisions.

c. When a publication is revised, Support Services staff will give the publication a new publication date, effective date, and supersession line. External references and forms will be checked before publishing.

d. Table 2-3 has manuscript submission restrictions and requirements for revisions. Coordination requirements are in table 2-6.

Table 2-3. Types and methods for publishing revisions			
(Note: Meet with Support Services staff for a pre-edit meeting prior to writing a new, or revising an existing, publication.)			
Definition	Method	Restrictions	What to Submit
Type: Administrative Revisions			
Issues administrative changes	Routine	<ul style="list-style-type: none"> -Does not alter substantive content. -Must be electronic and contain no unincorporated changes. -Must not change the current roles, responsibilities, policies, or mandated procedures specified in the publication. -Must not include any forms actions. 	<ul style="list-style-type: none"> -Publication package with electronic manuscript with changes highlighted (no paper copy). -Limited coordination.
Type: Functional Revisions			
Method: Priority			
Issues policy or procedures immediately	Priority	<ul style="list-style-type: none"> -Must be a real priority. -Issues new or revised policies or procedures quickly. -Must be eight pages or less of text changes. -Requires Commander or Deputy Commander/Chief of Staff direction to be a priority. -Cannot have restricted distribution. 	<ul style="list-style-type: none"> -Publication package with only revised pages printed. -Electronic version of the whole manuscript. -Required coordination or Deputy Commander/Chief of Staff waiver. -Commander or Deputy Commander/Chief of Staff direction to make this a priority.
Method: Rapid Action			
Issues policy or procedures when not a priority.	Routine	Must be eight pages or less of text changes.	<ul style="list-style-type: none"> -Publication package with only revised pages printed. -Electronic version of the whole manuscript. -Required coordination.
Method: Major			
<ul style="list-style-type: none"> -Issues policy or procedures when not a priority. -Manuscripts with extensive changes and consolidations of publications. 	Routine	No restrictions.	<ul style="list-style-type: none"> -Publication package with manuscript printed. -Electronic version of the manuscript. -Required coordination.

Section III**Preparing a Publication****2-6. Planning a publication**

a. Pre-edit meeting. Prior to beginning a new or revising an existing publication, proponents must contact Support Services Division to schedule a pre-edit meeting. Each publication is unique and, in addition to the standard instruction, proponents may need publication-specific instruction. During the pre-edit meeting, proponents will receive—

(1) Concept approval (for new publications). Concept approval is an informal review of the proposed content to determine the best media for the publication and to avoid duplication of higher-level publications.

(2) Publication numbers (for new or consolidated publications). Support Services staff will assist the proponent with determining the publication series number and will assign an USMEPCOM publication number. Publication series numbers and descriptions are in DA Pam 25-40, app. H.

(3) Revising techniques for existing publications. Proponents will receive the Microsoft Word electronic version of the existing publication and instructions on preparing revisions to that specific publication. Most revisions are made by entering and highlighting changes directly in the existing publication. Proponents will use the current Microsoft Word version of the publication for revisions (available during the pre-edit meeting).

(4) Coordination process review. Each type and method of publishing has specific coordination instructions (table 2-6). Support Services staff will instruct the proponent on publication-specific coordination needs.

(5) Forms instructions. Proponents will receive information on requesting new forms or updating existing forms.

(6) Records instruction. USMEPCOM publications requiring documents to be filed will list the record number in the appropriate paragraph in the body of the publication. The record number, title, and disposition instructions will be listed in appendix A, section IV. The proponent will use AR 25-400-2 (The Army Records Information Management System (ARIMS)) to determine the correct record number, title, and disposition.

(7) Publication package instruction. Package preparation is specific to the type and method used for publishing. See paragraph 2-13b for publication package preparation and table 2-3 for “What to Submit.”

b. Publication samples/templates. When preparing a new publication, proponents will use the samples for administrative publications available on the MEPNET, Support Services Division page (<https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>). Proponents will use these samples as templates for preparing new publications. Samples on the MEPNET have the correct formatting and the required paragraphs and statements.

2-7. Writing

Detailed guidance on writing and style is in DA Pamphlet 25-40, chapter 2. The following is a summary on writing from DA Pamphlet 25-40:

a. Good writing. A well-written publication has all of its required parts, fully meets the prescribed format standards, complies with the basic principles of good writing, uses active voice, and is grammatically correct. Other elements of good writing include:

- (1) Using simple words and phrases and short sentences.
- (2) Using reader-oriented writing; identifying your audience.
- (3) Making your paragraph titles informative.
- (4) Using lists, tables, and figures as frequently as possible; they are more easily understood than lengthy narratives.

b. Mood, tense, and voice.

(1) The imperative mood (“do”), the future tense (“will”), and the word “must” are directive. These words offer no choice of action. Use them to direct policy and prescribe procedures.

- (2) “Can” and “may” are used to permit a choice and express a guideline.
- (3) “Should” is advisory and indicates a desirable procedure.
- (4) The present tense (“does” and “is”) is descriptive and is used to explain standard practices.
- (5) Use the active voice.

c. Personal pronouns. Limit the use of personal pronouns, as stated below.

- (1) Do not use “I” and “we” in administrative publications.
- (2) The word “you” may be used in informational publications, but not in directives; however, the implied “you” may be used in informational and directive publication (e.g., “Mail two copies of the form.”).
- (3) “He,” “she,” and “they” may be used in directive and informational publications. When using he and she, observe neutral language.

d. Command language. Directive publications primarily state commands. Readers interpret a statement as a command, recommendation, suggestion, or description, depending on the verb form used.

- (1) To command an action, use—
 - (a) A verb in the imperative mood (do). Verbs in the imperative mood are often used in procedures. For example, “Set up a printer.”
 - (b) The verbs “will” and “must.” These words are used in a statement of, generally assigning a responsibility as in “MEPS commanders will submit the report annually.” or “MEPS commanders must submit the report annually.”
- (2) To recommend or suggest an action rather than command it, use—
 - (a) The verb “should.” “Should” strongly recommends an action (e.g., “MEPS commanders should include a timeframe for their personnel to complete training.”).

(b) The verbs “may” and “can.” These verbs suggest an action, leaving the choice to the reader.

(3) To merely describe a standard practice, use a verb in its present tense, indicative mood (as in “is” or “does”). For example, “MEPS commanders approve all requests.”

e. Writing resources.

(1) Government Printing Office Style Manual (<http://www.gpoaccess.gov/stylemanual/index.html>). The style manual is the spelling, punctuation, and capitalization guide for all Government publications.

(2) DA Pamphlet 25-40, chapter 2.

Section IV

Format, Components, and References

2-8. Format and components of a publication

Samples for USMEPCOM administrative publications (i.e., regulations, pamphlets, and sector supplements) are available on the MEPNET, Support Services Division page (<https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>).

a. There are three major manuscript components—front, body, and rear—to a publication. Table 2-4 shows the required and optional statements, paragraphs, and other elements included in these components. The USMEPCOM-unique parts of a publication are summarized in subparagraphs (1) and (2) below. Components and required parts are included in the sample publications on the MEPNET. Detailed descriptions of other parts of a publication are in DA Pamphlet 25-40, chapter 10.

(1) Summary of changes. This page gives the user an at-glance update of the significant changes in a revision. The summary of changes gives specific changes and the paragraph references for each listed change. List only significant changes on the summary of changes page.

(2) Title page. The title page includes the publication series title and number, publication title, date of publication, and effective date (for regulations). It also has the authentication signature, distribution code, and required title page paragraphs.

Note: Title pages with required components are in the samples on the MEPNET.

b. Title page requirements are shown in table 2-5.

Table 2-4. Components and required parts for USMEPCOM publications				
Part	Regulation	Pamphlet	Poster (1)	Sector Supplement (2)
Component: Front				
Summary of changes	R (3)	R (3)	N/A	N/A
Title page	R	R	N/A	R
Table of contents	R	R	N/A	N/A
List of tables	O	O	N/A	N/A
List of figures	O	O	N/A	N/A
Component: Body				
Purpose paragraph	R	R	N/A	N/A
Reference paragraph	R	R	N/A	N/A
Explanation of terms paragraph	R	R	N/A	N/A
Responsibilities paragraph	R	N/A (4)	N/A	N/A
Policy	R	N/A (4)	N/A	N/A
Procedures	R (5)	O (6)	N/A	N/A
Tables and figures	O	O	N/A	N/A
Forms	O	N/A	N/A	N/A
Component: Rear				
Appendixes	R	R (7)	N/A	N/A
Glossary	R	R	N/A	N/A
Index	O	O	N/A	N/A
Legend: R=Required O=Optional NA=Not applicable				
Notes: 1. Posters have no format requirement other than an administrative publication number and date. 2. Use the supplement sample on the MEPNET. 3. Required for revisions only. 4. Policies and responsibilities are explained in pamphlets, not prescribed. 5. Give only enough procedures to carry out policies in a standard way commandwide. 6. Giving procedures depends on the type of pamphlet; standard or informational. 7. Appendix A is required only if references are used in the text.				

Table 2-5. Title page requirements			
Part (1)	Regulation	Pamphlet	Sector Supplement
Heading	R	R	R
Authentication block	R	R	R
Distribution code	R	R	N/A
Summary	R	R	N/A
Applicability	R	R	N/A
Supplementation	R	N/A	R (1)
Suggested improvements	R	R	R (1)
Restricted distribution	O (2)	O (2)	O (2)
Management control process	R (3)	N/A	N/A
Supersession line	R (4)	R (4)	N/A
Legend: R=Required O=Optional NA=Not applicable			
Notes: 1. Required parts are included in the MEPNET sample publications. 2. Used for publications with restricted distribution (par. 2-16b). 3. Management control process statement is determined with the Management Control Officer, J-8/MRM, according to DA Pam 25-40 and AR 11-2. 4. Supersession lines are required when a publication supersedes its previous version, supersedes or rescinds another USMEPCOM publication, or rescinds a USMEPCOM form.			

2-9. Using references in publications

Detailed information on references is in DA Pamphlet 25-40, chapter 2, section IV. The guidance is summarized below.

a. Types of references. A reference to a publication or blank form in the text of a publication is called a textual reference. A textual reference tells the user where to find information. Publications use two types of textual references:

(1) External references. External references refer to part or all of another publication or Web site. External references can be used to avoid duplicating information. However, too many external references may become inconvenient and confusing. Limit external references.

(a) Cite another publication or Web site as a “related” reference in appendix A to inform the reader of the source or authority for information being included in a publication.

(b) Cite another publication or Web site as a “required” reference in appendix A only if the user needs to read it in order to understand or comply with the publication being written. Summarize the material and include it in the publication, if three or fewer pages, and cite the source as a related publication in appendix A, or extract the material verbatim and place it in the body or an appendix. Extracted material will not exceed three pages.

(2) Internal references. Internal references cite a part or division within the publication and allow the writer to avoid repeating the details about a subject. Too many internal references become confusing. Cross-reference a subject only if the user needs to read the full explanation.

b. Using specific references. All references cited, including uniform resource locators to Web sites, must be current and available.

c. Citing parts and divisions. Most references to publications must include a part (e.g., fig., table, app.) or a division of the publication (e.g., chap., sec., par.) as well as the publication number.

(1) Cite the reference in descending order, with the publication number first, then the division. For example, “AR 25-30, paragraph 2-11.”

(2) Cite divisions and their subdivisions as follows:

(a) A paragraph, cite only the paragraph number.

(b) A figure or table, cite only the figure or table number.

(c) A section, cite the chapter, appendix, or glossary to which it belongs. For example, “AR 25-11, chapter 2, section I.”

(3) Cite only the division or part number, not its title.

(4) Spell out the names of divisions and parts; abbreviate them when enclosing them in parentheses. For example, “The use of references is discussed in AR 25-30, paragraph 2-11”; “References must be specific (AR 25-30, par. 2-11b).”

(5) Do not capitalize a reference to a division or part unless it begins a sentence.

(6) Punctuate references to publication divisions (and parts) as follows:

(a) Use commas to separate a publication and its divisions.

(b) Use a semicolon to separate citations for two or more publications and their divisions in one sentence.

(7) Do not cite temporary publications in permanent publications.

(8) If the services have implementing directives for Department of Defense (DOD) issuances (DOD directives, DOD instructions), or other publications, cite the service directive rather than the DOD publication. If there is no implementing directive, include the DOD material. Material may be summarized or extracted and included in the body or an appendix. If extracting the material, use of Internet links is encouraged. (Internet links to these publications must be included in app. A.)

(9) Give the source of supply when citing a publication or form. Check to see that publications and forms references and Web addresses are current and accurate.

c. Citing forms and publications.

(1) Citing forms. The first time a form is cited in the body of a publication, give the abbreviation for the type of form it is, its number, and its title in parentheses. For example, “Use DA Form 4569 (Requisition Code Sheet) to requisition publications.” However, if the form is first cited in the title of a division, give only its number; then, in the text, repeat the number and title.

(2) Citing Government publications. In text, when citing a Government publication, state the type of publication, its number, and its title in parenthesis. Only use the title the first time it is referenced in the text; thereafter, list only the type and number of the publication.

Note: List the title in appendix A.

d. Citing required and related publications. External references are cited in the text in different ways to indicate whether the referenced publication is required or related.

(1) Required publications.

(a) Use the word “See” in parentheses followed by the publication number and division, and a brief description of the information referenced. For example, “References must be specific. (See AR 25-30, par. 2-10, for distribution restriction statements.)”

(b) Include the reference as a sentence in the narrative, citing the publication number and division and describing the information referenced. For example, “The use of references is explained in AR 25-30, paragraph 2-24.”

(2) Related publications. Give publication number and division in parentheses following the quoted or paraphrased material. For example, “References must be specific (AR 25-1, par. 3-11b).”

Section V

Forms, Tables, and Figures

2-10. Forms in publications

Do not include a sample of a blank form as a figure in a manuscript; however, a sample of a completed form may be included, but only when a form is so complicated that the user needs more than the written instructions to fill it out.

2-11. Tables and figures

Tables and figures are used to explain or clarify material or to replace and simplify complicated narrative. Detailed guidance on tables and figures is in DA Pamphlet 25-40, paragraphs 2-22 and 2-23.

a. Placing tables and figures.

- (1) Electronic publications - place where cited in the text.
- (2) Hardcopy publications - place as close to where cited as possible.
- (3) If both tables and figures are cited in a paragraph, place tables before figures.

b. Format.

- (1) Tables—
 - (a) Are systematic listings of information in columns and rows.
 - (c) Have the table number and title bolded at the top. (Capitalize first word and proper nouns only).
- (2) Figures—
 - (a) Are illustrations (e.g., maps, drawings, graphic aids such as a flow chart or a filled-in form).
 - (b) Have the figure number and title centered and bolded at the bottom. (Capitalize first word and proper nouns only.)

c. Numbering. Tables and figures are numbered sequentially within a chapter. The first table in chapter 1 must be table 1-1, followed by table 1-2. The first table in chapter 2 must be table 2-1, and so forth. The same numbering is used for figures.

Section VI***Coordination, Submitting Manuscripts, and Editorial Services*****2-12. Coordination**

All USMEPCOM publications need coordination based on the type and method of publishing. Coordination is specific to the manuscript type (see table 2-6).

a. Mandatory coordination. The following HQ USMEPCOM elements are mandatory for a full coordination, as appropriate to the manuscript type:

(1) **Judge Advocate.** The Judge Advocate performs a legal review of the manuscript. The mandatory coordination is for “no legal objection.”

(2) **Inspector General.** The Inspector General performs a review to be aware of changes that may affect the inspection checklist. The mandatory coordination is for “noted.”

(3) **Management Control Officer.** The Management Control Officer, J-8/MRM, reviews for control items, according to AR 11-2 (Management Control). He or she will assign the appropriate control statements for the manuscript.

(d) **Security Officer.** The Security Officer, J-1/MHR, reviews for security requirements.

Table 2-6. Publication coordination			
Manuscript Type	Full Coordination (1)	Limited Coordination (2)	Coordination Timeframe (3)
New publication	X		30 days
Administrative revisions		X	5 days
Functional revisions			
Priority	X		5 days
Rapid-action	X		5 days
Major	X		30 days
Higher-headquarters or USMEPCOM Commander-directed revision		X	5 days
Notes: 1. Full coordination - Mandatory elements plus other HQ USMEPCOM elements given duties or responsibilities in the publication. 2. Limited coordination - Legal review from the USMEPCOM Staff Judge Advocate and notification to the USMEPCOM Inspector General. 3. Coordination timeframe may be changed at the discretion of the Commander or Deputy Commander/Chief of Staff.			

(e) **FMO.** The FMO, MCEA-SS, reviews for USMEPCOM forms and Privacy Act requirements.

(f) **Files Manager.** The Files Manager, MCEA-SS, reviews for filing requirements. The USMEPCOM Files Manager will assist proponents in assigning file numbers and disposition requirements (AR 25-400-2).

b. Forwarding manuscripts for coordination. The preferred method for coordination is by e-mail. Proponents will send their manuscripts to the director or personal/special staff officer and the secretary or office assistant of each coordinating element.

Note: Ensure your e-mail system is set to receive a confirmation of receipt of the e-mail. The read receipt may be needed if you get no reply from an individual directorate or office.

(1) Subject line - "Request Coordination on USMEPCOM (manuscript type and number) and (title)" S: (date)

(2) Message - Include the following:

(a) Request coordination on USMEPCOM (manuscript type and number), (title).

(b) Suspense: (date)

(c) Please review and respond by e-mail.

(d) A brief explanation of the manuscript (new, revised). You may highlight changes, if appropriate, in the manuscript to help the reviewer.

c. Coordination timeframe. Allow 30 days suspense for review of new publications and major revisions; allow 5 days for other manuscript types, unless statutory or Command requirements dictate an earlier suspense date.

d. Coordination responses by e-mail. The word "concur" must be in the e-mail response. The response must come from the director or personal/special staff officer (or, the reviewer may copy furnish the director or personal/special staff officer in his or her response). (See subpar. e below for other

coordination response options.) The e-mail response will be included as the backup coordination in the publication package.

e. Coordination responses. Coordination is a review of content. A non-response is considered a concurrence. Proponents will annotate on the e-mail receipt (read-receipt of e-mail) from the non-responding elements that there was no response and include this in the backup coordination files of the publication package.

Note: As a good business practice, proponents will send a reminder to the elements that have not responded 5 working days before a 30-day coordination suspense date.

(1) **Concur** A “concur” indicates an agreement with the policies and procedures in the manuscript.

(2) **Concur w/comments.** A concur w/comments indicates an agreement with the policies and procedures in the manuscript. Comments are suggestions (see subpar. f below). The proponent may incorporate or reject the comments; however, the proponent must give a written response to the reviewer. When giving comments, the reviewing elements may key-in and highlight comments directly in the manuscript, or they may prepare a separate document with the comments (subpar. f. below). The proponent will include his or her written response to the reviewer’s coordination comments with the coordination backup in tab B of the publications package (see par. 2-13b for publication package requirements). Concur w/comments is a concurrence.

(3) **Nonconcur.** A nonconcur indicates a disapproval of policies and procedures in the manuscript. Before officially nonconcurring, the reviewer will contact the proponent to attempt resolution. The steps to resolve a nonconcurrence are as follows:

(a) If resolution is not successful, the issue will be taken to the director or personal/special staff officer level for resolution. If the nonconcurrence is resolved, the reviewing element will concur and send the appropriate e-mail response.

(b) If the nonconcurrence is not resolved at the director or personal/special staff officer level, the reviewer will prepare a “statement of nonconcurrence” (see subpar. g below.)

(c) When the proponent receives the statement of nonconcurrence, he or she will prepare an action memorandum (signed by the director or personal/special staff officer) and submit the action memorandum and the reviewer’s statement of nonconcurrence to the Deputy Commander/Chief of Staff for resolution. The proponent will copy furnish the reviewer and his or her director or personal/special staff officer on the action memorandum.

f. Coordination comments (concur w/comments). When commenting as the reviewer, you are commenting on the content as it affects your duties and responsibilities and how it affects overall policy. Comments may be made directly in the electronic text, or separately. When commenting separately—

(1) Arrange comments in sequence by page and paragraph number; number the comments consecutively.

(2) Describe exactly how the draft should be changed and give a brief reason for the recommended change.

(3) State how something should be reworded when a change in wording is recommended (e.g., strike through material to be deleted and underscore material to be added—the current software program uses “track changes.”). Other clear methods of showing the recommended rewording are acceptable.

(4) Avoid comments that—

- (a) Only slightly improve the text.
- (b) Ask a question instead of give an answer.
- (c) Are based on minor differences of opinion or wording.
- (d) Correct misspelled words.

g. Statement of nonconcurrence. The reviewer will prepare an action memorandum (signed by his or her director or personal/special staff officer) to the proponent indicating the reason for the nonconcurrence. This statement of nonconcurrence will be forwarded by the proponent to the Deputy Commander/Chief of Staff for resolution.

2-13. Submitting manuscripts for editing

a. Submitting requirements. When submitting a manuscript for editing, the manuscript must be correctly formatted and fully coordinated. Use USMEPCOM Form 25-34-1-R-E to ensure publication requirements are met. Ensure the manuscript contents are complete and accurate. Ensure the publication package is complete.

Note: A subject matter expert will read the entire manuscript before submitting.

b. Publication package preparation. Proponents will submit their manuscripts for editing in a publication package. Basic publication packages will include:

- (1) Red folder.
- (2) USMEPCOM Form 25-34-1-R-E. Attach the completed form to the inside left of the folder. The form is a checklist of publication requirements to help ensure your manuscript is accepted for editing.
- (3) Electronic copy of the manuscript (a diskette or compact disk (CD)).
- (4) Action memorandum for the Deputy Commander/Chief of Staff requesting approval of the manuscript for publishing.
- (5) Paper copy of the manuscript at tab A. Paper copy requirements vary depending on the type of manuscript (also see table 2-3).
 - (a) For new publications and major revisions, submit the entire manuscript.
 - (b) For revisions of less than eight pages, submit only the pages to be changed.
 - (c) For simple administrative revisions, printed manuscript is not required.
- (6) Back-up instructions, if applicable, in tab B (e.g., Commander-directed instruction to prepare a revision, higher-headquarters communication to make a change to policy).
- (7) Back-up coordination in the last tab of the package. The back-up coordination is usually the e-mail concurrence from the coordinating directorates or offices, or the read-receipt e-mail for a non-replying element, and the written response to reviewers' coordination comments. Back-up coordination is always the last tab of the package.

2-14. Editorial services

Editorial review is mandatory for USMEPCOM administrative publications.

a. Editorial review. The USMEPCOM Publications Editor, Support Services Division, is responsible for the manuscript after it is accepted in-house for editing. The editor will make corrections and changes needed for a final manuscript. Editing includes reviewing and correcting format, grammar, style, organization, readability and clarity of information, and content logic (e.g., discrepancies, conflicting directions or information).

b. Proponent approval of the final manuscript. The editor will send a final manuscript to the proponent for approval prior to submitting the manuscript to the Command Group for approval to publish.

c. Approved manuscript. The Deputy Commander/Chief of Staff reviews the manuscript and has approval authority for the Commander, USMEPCOM, for administrative publications.

d. Authentication. USMEPCOM administrative publications must be authenticated before publishing. The Command Executive Officer authenticates USMEPCOM administrative publications.

Section VII***Publishing, Distribution, and Maintaining Publications*****2-15. Publishing**

a. USMEPCOM publishes electronically on the MEPNET (<https://mepnet.mepcom.army.mil>) and the USMEPCOM Internet Web site (<http://www.mepcom.army.mil>). The MEPNET is the official site for USMEPCOM administrative publications.

(1) If a publication has restricted distribution, the publication is published on the MEPNET only. The Internet site will list the publication, but publish only the restricted statement with contact information.

(2) If the publication will be hardcopy (paper), Support Services staff will prepare the authenticated manuscript for printing and distribution.

b. When publication is complete, the USMEPCOM PCO sends a publication announcement message by e-mail to HQ USMEPCOM elements, sectors, and MEPS.

2-16. Distribution

USMEPCOM administrative publications will have a distribution code to identify the intended recipient of the publication. Distribution codes are on the title page of the publication. The proponent identifies distribution.

a. Codes. Publications will contain a distribution code from table 2-7. The only two distribution codes that may be combined are A and D. When the publication is intended for users not included in a distribution code, type the word “plus” one space after the distribution code (e.g., A plus, A and D plus). Include the following information in the plus distribution:

(1) Agency head, if applicable.

(2) Agency name, office symbol (if applicable), city, State, and nine-digit ZIP Code.

Table 2-7. Distribution codes for USMEPCOM administrative publications	
Code	Distribution/Intended Audience
Code A	Each HQ USMEPCOM element Each sector Each MEPS
Code B	Each HQ USMEPCOM element Each sector
Code D	1 ea recruiting service headquarters
Plus (*) Additional copies	Proponents will identify each recipient. The proponent will notify the recipient and provide the USMEPCOM Internet address; or, if hard copy only, mail the publication to the recipient. (1) (2)
Notes: 1. Proponents are responsible for distribution of hardcopy plus distribution. 2. USMEPCOM publications are used to give personnel policy and procedures for USMEPCOM personnel only.	

b. Restricted distribution. Restricted distribution (i.e., USMEPCOM personnel only) publications are published on the MEPNET only. The USMEPCOM Internet site will list the publication, but will publish only the restricted distribution statement.

Note: Distribution of restricted publications is at the discretion of the proponent of the publication, in coordination with the USMEPCOM Security Officer (J-1/MHR).

c. Sector supplement distribution. Sector and MEPS commanders will determine distribution of sector supplements and sector or MEPS local forms.

2-17. Maintaining publications

The proponent will maintain his or her publication.

a. 18-month publications review. HQ USMEPCOM directors and personal/special staff officers will conduct a periodic review (at least every 18 months or when a reprint action is initiated for a hardcopy publication, whichever is sooner) of publications in their areas of responsibility. Support Services staff will send an 18-month review reminder. When conducting this review, HQ USMEPCOM staff will ensure—

(1) Present editions are adequate.

(2) Redundancies, conflicts, and required changes are identified and a revision is prepared and submitted for editing and publishing.

(3) Obsolete publications are rescinded.

b. Rescinding a publication. If an existing publication becomes obsolete or invalid, the proponent will request recession of the publication. Proponents will submit the request to the Deputy Commander/Chief of Staff for approval. If the Deputy Commander/Chief of Staff approves the request, the proponent will provide a copy of the approval to rescind to Support Services Division.

Note: Rescinding a publication automatically rescinds its prescribed forms and publications.

c. Historical copy. The proponent is responsible for keeping a copy (a hard copy or an electronic copy, as appropriate) for each version of a publication in his or her office. The file will include superseded and rescinded publications. File this copy under record number 1jj; disposition in appendix A, section VI. (Support Services staff will send the record set of each publication for permanent storage to the recordholding facilities, according to AR 25-400-2.)

Chapter 3

Publications Management

3-1. USMEPCOM publishing

a. USMEPCOM publishes administrative publications and forms electronically on the MEPNET (<https://mepnet.mepcom.army.mil>) and on the USMEPCOM Internet Web site (<http://www.mepcom.army.mil>). The only official version of a publication or form is the version on the MEPNET.

b. Users may print a copy of the publication or form, however, the official version is on the MEPNET. Publications and forms change as they are revised, therefore, the user must check the MEPNET and the Internet regularly to ensure he/she is using the current version.

3-2. PCO duties

The PCO will ensure his or her sector or MEPS is using the current version of publications and forms. PCOs will—

a. Maintain an electronic version for each USMEPCOM administrative publication and form on either a disk or a CD for contingency operations. PCOs will keep the electronic file copy updated as publications and forms are updated.

b. Establish publications accounts using DA Form 12-R (Request for Establishment of a Publications Account) (see par. 3-4).

c. Order hardcopy forms and publications for their sector or MEPS personnel (par. 3-3).

d. Serve as the contact for their sector or MEPS on publications and forms issues, including requisitioning outside agency publications and forms (par. 3-6).

3-3. Ordering hardcopy USMEPCOM publications and forms

With few exceptions (e.g., certificates), USMEPCOM publications and forms are available electronically on the MEPNET or the Internet. To order a hardcopy only USMEPCOM publication or form, sector or MEPS personnel will contact their PCOs. The PCO will prepare DA Form 17 (Requisition for Publications and Blank Forms) (through block 8 only) and fax the signed DA Form 17 to the USMEPCOM PCO (fax: (847) 688-6867). See table 3-1 below for form instructions.

Table 3-1. Instructions for completing DA Form 17	
Block title or item number	Instruction
PAGE OF PAGES	Enter the number of pages in the complete requisition.
DATE OF REQUISITION	Enter the date.
NAME OF REQUISITIONING AGENCY IF DIFFERENT FROM "SHIP TO" ADDRESS	Self-explanatory.
ACCOUNT NO.	Enter assigned account number, if applicable.
REQUISITION NUMBER	Leave blank.
Block 1. TYPE OF REQUISITION	Check either "regular" or "special." Special requisitions will be submitted only when normal resupply action (requisition turnaround time) will not satisfy the need.
Block 2. JUSTIFICATION FOR SPECIAL REQUISITION	Use only if "special" is checked in item 1. Complete justification for special handling must be furnished.

Table 3-1. Instructions for completing DA Form 17 (continued)	
Block title or item number	Instruction
Block 3. REQUIRED DATE	Use only when requisition is marked "special." Enter date (written as the Julian date) when items are required.
Block 4. ITEMS REQUESTED HEREON ARE:	Check appropriate block if applicable.
Block 5. TO:	Enter the proper post stockroom stocking the items being requested.
Block 6. SHIP TO:	Self-explanatory.
Block 7. REQUIREMENTS	Group each category of publications or blank forms together (i.e., ARs, DA pamphlets, field manuals, DA forms, DD forms, etc). List items in numerical sequence within each category, for example, AR 10-5, AR 310-25, AR 380-5. Use a separate line for each item.
Column a. LINE NO.	List line item number starting with 1 in sequence regardless of category.
Column b. NUMERICAL DESIGNATION OF REQUISITIONED ITEM	Enter numerical designation (or title if unnumbered) of the item. Blocks will be ordered as in the following example: -AR 10-1 (when only the basic publication is desired). -AR 10-1 and changes (when a basic publication including all current changes is desired). -AR 10-1, C1 (when a specific change(s) only is desired).
Column c. UNIT	For forms only, enter the unit of issue, (e.g., pad, set, sheet, etc.).
Column d. QUANTITY REQUIRED	Enter the quantity needed of the item.
Block 8. TYPED NAME AND GRADE OF OFFICER.	Self-explanatory.
Blocks 9 through 17	Leave blank.

3-4. DA Form 12-R

USMEPCOM PCOs will establish a publications account for their unit using DA Form 12-R. PCOs will—

a. Update their accounts when there is a change in personnel for the PCO, security officer, or commander positions or when there is a change in facility location.

b. Maintain a publications management file of a copy of submitted completed forms (record number 25-30b2; disposition in app. A, sec. VI). When you receive your approved or revised DA Form 12-R, replace the outdated DA Form 12-R in your publications management file with the revised and approved form.

c. Submit DA Form 12-R to the USMEPCOM PCO by fax ((847-688-6867).

d. Instructions for completing DA Form 12-R are in table 3-2.

Table 3-2. Instructions for completing DA Form 12-R	
Block number/title	Instruction
Block 1. ACCOUNT NUMBER	Leave this block blank if this is your initial request to establish a publications account. If you are updating account information, you must enter your account number in this block.
Block 2. DATE	Enter the date you are preparing the form.

Table 3-2. Instructions for completing DA Form 12-R (continued)	
Block number/title	Instruction
Block 3. TYPE OF SUBMISSION	If you are submitting the form for the first time, check "a" (initial). If you are updating an existing account, check "b" (change). If you want to close your account, check "c" (close) and include the date of closure in Section III, block 12b, "effective date."
Block 4. FROM	Enter your complete mailing address in this block. The address must conform to the following: -Address must not exceed four lines. -Each line must not exceed 24 characters, including spaces. -Authorized abbreviations should be used wherever possible. -The attention line, if used, will contain an office name. Avoid the use of office symbols since the change often. Do not use names of individuals. -Enter the complete street address, including building and room numbers, if applicable. Do not use post office box numbers. -Enter your nine-digit ZIP code.
Block 5. THRU	HQ, USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.
Block 6. TO	U.S. Army Publications Distribution Center, ATTN: New Account Processing, 1655 Woodson Road, St. Louis, MO 63114-6181.
SECTION I - GENERAL	
Block 7a. REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE:	Check the appropriate block(s) to indicate the type of service you need.
Block 7b. JUSTIFICATION FOR BLANK FORMS	Used to explain why you cannot receive forms from a supporting installation stockroom.
Block 8. UNIT DESCRIPTION DATA	
Block 8a. Component	Check the block that applies to your organization. If you check contractor box, you must also complete block 8e and/or 8f.
Block 8b. TOE Number or TDA Number -- (Army Only)	Leave blank.
Block 8c. Unit Identification Code (UIC) (Army Users)	Enter your UIC here.
Blocks 8d through 8g.	Leave blank.
Block 9. PUBLICATIONS OFFICER FOR THIS ORGANIZATION WILL BE:	HQ USMEPCOM, sector, or MEPS PCO responsible for maintenance of the account will complete these blocks.
SECTION II - ACCOUNT CLASSIFICATION LEVEL	
Block 10. REQUEST THE FOLLOWING CLASSIFICATION LEVEL FOR THIS ACCOUNT:	Self-explanatory.
Block 11. THIS ORGANIZATION...SECURITY OFFICER WILL BE:	Your security officer responsible for safeguarding classified material will complete blocks 11a, b, and c. By completing these blocks, you are indicating compliance with the security statement shown.
Block number/title	Instruction
SECTION III - CHANGE OF ADDRESS	
Blocks 12a, OLD ADDRESS, and 12b NEW ADDRESS.	Complete and submit this section at least 30 days prior to the effective date of the change. If you can't make the 30-day deadline, you may fax the information to USMEPCOM PCO at (847) 688-6867. If you are submitting this form to change an address only, complete blocks 1, 3 and 9. Enter the old address in 12a and the new address, with a nine-digit ZIP code, in block 12b. Enter the effective date of the change in the bottom of block 12b.
SECTION IV - AUTHENTICATING OFFICIALS	
Block 13a, b, and c.	Your unit commander.
Block 14a, b, and c.	Leave blank.

3-5. Closing a DA publications account

If you must close your publications account (i.e., deactivation), enter the account number on DA Form 12-R and in Block 3 (Type of Submission), check “c” (Close). Fax the form to the USMEPCOM PCO (847) 688-6867 at least 90 days prior to the effective date of closure.

3-6. Requisitioning hardcopy publications and forms from other agencies

a. Most Government agencies have publications and forms available on their Web sites. Services Web sites are available without registering. Services Web site links are listed on the MEPNET, under “Links.”

Note: Some Navy publications and forms are available only if you register an account. Contact the USMEPCOM PCO if having difficulty with a Navy publication or form.

b. Users will contact their PCOs if having problems finding a publication or form.

3-7. Publication announcements

The USMEPCOM PCO announces new and revised USMEPCOM publications (and their prescribed forms) by e-mail message to Headquarters elements and to sector and MEPS commanders for dissemination. After receipt of the message, sector and MEPS PCOs will—

a. Pass the publication announcement to the appropriate staff.

b. Update their electronic copy of the publication and prescribed forms.

Chapter 4

Forms Management

4-1. Forms management

FMOs at all levels will use DA Pamphlet 25-31 and this regulation to design and manage commandwide and local forms. FMOs will design, approve, maintain, and manage official forms in their units.

4-2. USMEPCOM forms

USMEPCOM forms are disseminated for commandwide use by the USMEPCOM PCO. USMEPCOM forms must be prescribed in a USMEPCOM regulation.

4-3. USMIRS forms

USMIRS forms are internal (i.e., USMEPCOM) and external (i.e., service and outside agency) applicant processing forms programmed in the USMIRS software to process applicants for entrance into the services. USMIRS forms must print out exactly as the USMEPCOM form (to the closest extent possible; bar codes acceptable). Before inclusion of a form in USMIRS, J-6/MIT personnel will ensure the USMEPCOM FMO reviews and approves the form.

4-4. Sector and MEPS forms

a. Sector forms are created and used by sector personnel. Sectors may direct their MEPSs to use the form.

b. MEPS forms are created and used only in the specific MEPS.

4-5. Sensitive and accountable forms

Some blank forms are sensitive and accountable and may be susceptible to misuse for fraudulent purposes. These types of forms must be safeguarded. For further guidance on protecting, receiving, and transferring sensitive and accountable forms, see DA Pamphlet 25-33 (User's Guide for Army Publications and Forms), paragraph 5-11.

4-6. Types of forms

A form may contain blank spaces for recording information. Some labels, tags, file covers, and stickers used to record information are considered forms if they meet the design standards established in DA Pamphlet 25-31. Types of forms are:

a. Reproducible form (R). The letter "R" following a form number means the form is locally reproducible. Reproduce form on 8 1/2- by 11-inch plain white bond paper. R forms have a monthly usage of 25 copies or less.

b. Electronic generated form (E). The letter "E" after a form number identifies the form as electronically generated. Electronic generation means the form image may be completed electronically.

c. Reproducible and electronic generated form (R-E). The letters "R-E" after a form number indicates the form may be locally reproduced or electronically generated.

d. Hardcopy. A form that is not available electronically. Most forms are electronic; some forms (i.e., certificates) are available in hardcopy only. Hardcopy forms are ordered as follows:

(1) USMEPCOM forms. USMEPCOM requesters will use DA Form 17 to order hardcopy USMEPCOM forms. See par. 3-3 on ordering hardcopy USMEPCOM forms.

Note: Sectors and MEPS FMOs will distribute hardcopy USMEPCOM forms, as needed, to recruiters through their respective service counselors in the MEPS.

(2) Army forms. To order hardcopy DA forms, the unit PCO will establish an account on DA Form 12-R (par. 3-4) and order hardcopy forms for his or her unit.

(3) Air Force, Coast Guard, Navy, and Marine Corps forms. Use the official publications Web site for the respective service for guidance. Web sites are available as links on the MEPNET (<https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>) and on the USMEPCOM Internet and the Army publishing Web sites.

(4) Other agency forms. See the official publications and forms Internet sites for the specific agency guidance. Some agency Web sites are available on the MEPNET (<https://mepnet.mepcom.army.mil/hqs/hq/mcea/support/>) and on the USMEPCOM Internet and the Army publishing Web sites.

4-7. Form numbers and dates

Only the unit FMO is authorized to number and date forms. The form date is the month and year only (e.g., Dec 05). Form numbers will include the prescribing publication number (e.g., the SOP number).

4-8. Official forms

a. An official USMEPCOM form must be prescribed in an authenticated USMEPCOM regulation. Sector and MEPS official forms must be prescribed in authenticated sector supplement or SOPs. The prescribing publication will state the form number, title, purpose, user, and access information.

(1) When prescribing a form in a publication, the proponent will establish a new form in the summary paragraph on the title page. Also, include the new or revised form as a bullet on the summary of changes page (revisions only).

(2) A form and its prescribing publication will be published and distributed together. Draft forms will not be used before publishing the prescribing publication.

(3) Illegal forms will not be used.

b. Proponents of forms will complete a Defense Department (DD) Form 67 (Form Processing Action Request) when creating a new, revising an existing, and rescinding an existing form. A separate DD Form 67 is required for each form (see instructions in table 4-1). Maintain DA Form 67 under record number 25-30b2; disposition in appendix A, section VI. Proponents will provide a draft of the form and a draft of its prescribing regulation to the FMO. The FMO will ensure the unit Freedom of Information Act/Privacy Act (FOIA/PA) officer has performed a privacy review before publishing the form.

Table 4-1. Instructions for completing DD Form 67

Block number/title	Instruction
Block 1. TYPE SUBMISSION	Check appropriate box. Check "other" if the request is for a test, one-time, or temporary form.
Block 2. FORM DESIGNATION AND NUMBER	Enter the unit prefix (e.g., "USMEPCOM Form") and the number of the existing form (e.g., 25-34-1-R-E). Leave blank if the request is for a new form.
Block 3. DATE OF FORM	Complete only when canceling a form; otherwise, leave blank.
Block 4. FROM	Enter the proponent's office symbol.
Block 5. THRU	Unless required by sector for MEPS forms, leave blank.
Block 6. TO	Enter MCEA-SS (FMO).

Table 4-1. Instructions for completing DD Form 67 (continued)

Block number/title	Instruction
Block 7. FORM TITLE	Enter the title of the form exactly as it should appear on the form. Do not use an abbreviation unless it must appear in the title of the form.
Block 8. SUPERSEDED FORMS	Enter the number and edition date of the form that the new form will supersede/replace. If the superseded/replaced form may continue to be used, mark an "X" under the appropriate disposition column.
Block 9. PRESCRIBING DOCUMENT NUMBER	Enter the number of the prescribing directive (i.e., USMEPCOM regulation, sector supplement/SOP, MEPS SOP), and attach a copy of the draft prescribing directive.
Block 10. FUNCTIONAL CODE	Leave blank.
Block 11. TYPE OF FORM	Check one.
Block 12. DESIGN CONSIDERATIONS	Self explanatory.
12a. SUGGESTED SIZE.	Enter 8 1/2 by 11 inches for standard-size forms and 10 by 8 inches for certificates.
12b. SPECIAL CONSTRUCTION REQUIRED.	If special construction is required, attach a copy of the mandatory printing specifications.
12c. IS FORM CLASSIFIED?	If "WHEN BLANK" is checked, the requester and the user of the form are responsible for ensuring the form contains the required security markings.
12d. IS FORM CONTROLLED?	Check the applicable boxes.
12e. IS FORM AUTHORIZED ELECTRONIC GENERATION?	Check appropriate box.
Block 13. PURPOSE AND DESCRIPTION OF USE	Address the need and manner in which the form is to be used to accomplish the purpose identified in the prescribing publication. If the request is to cancel a form, state the reason for the cancellation.
Block 14. INTERNAL COORDINATION AND CONCURRENCE	Enter the names, initials, office symbols, and telephone numbers of the applicable program managers in this block.
Block 14a. PRIVACY ACT	If an individual's social security number, home address, home phone number, or other personal information is requested on the form, Privacy Act requirements apply. If not applicable, enter "no" in block 14a(2). If applicable, enter "yes" in that block, and enter the system of records number obtained from the Privacy Act officer in block 14a(3).
Block 14b. POSTAL	If the form is used as any type mailer, postal requirements apply. If not applicable, enter "no" in block 14b(2). If applicable, enter "yes" in that block, and enter the type of mailer being used (e.g., business reply, postcard, etc.) in block 14b(3).
Block 14c. DATA ELEMENTS	Leave blank.
Block 14d. REPORTS	Refer to paragraph 1-15 of DA Pam 25-31 for program applicability. If not applicable, enter "no" in block 14d(2). If applicable, enter "yes" in block 14d(2) and the information cited below.
Block 15 – EXTERNAL COORDINATION AND CONCURRENCE	Leave blank.
Block 16 – DOD COMPONENT OPR AND/OR ACTION OFFICER	Enter the name of the proponent who can provide technical information about the purpose and use of the form.
Blocks 17 and 18	Leave blank.
Block 19 – APPROVING FORMS MANAGEMENT OFFICER	Approving FMO signs here.

4-9. Privacy Act Statement

Proponents and FMOs will ensure forms containing personal information have a Privacy Act Statement. Before publishing a form, the FMO will ensure the unit's FOIA/PA officer reviews and approves the statement and signs the DD Form 67. See paragraph 4-10 for forms containing personal information collected from other official documents.

4-10. FOUO marking

An For Official Use Only (FOUO) marking is applied to unclassified information exempt from mandatory release to the public under FOIA. Forms containing personal information collected from other documents for official business will contain a "For Official Use Only" or "FOUO" marking. The marking will be shown in a manner that ensures the recipient or viewer is aware of the status of the information. Additional information on FOUO markings can be found in AR 25-55 (The Department of the Army Freedom of Information Act Program), chapter IV.

4-11. Published forms

USMEPCOM, sector, and MEPS forms will be designed and published using the approved DA-sponsored software. USMEPCOM forms are published on the MEPNET and the USMEPCOM Internet using the DA-sponsored software and in portable document file (pdf) format. Sectors and MEPSs will publish their forms on the MEPNET on their MEPS page.

4-12. Forms index

FMOs at all levels will establish, update, and maintain a real-time electronic index of forms. The index will list, at a minimum, current, replaced, and obsolete forms. It will include the form number, title, date, prescribing directive, and proponent of current, replaced, and obsolete forms. The index will be updated as changes occur. As changes occur, identify the current version of the index by typing the words "As of (month, date, and year)" centered, in bold, red letters on the second line following the title "Index of Forms." Sector and MEPS FMOs will publish their indexes on the MEPNET, on their home page. The forms index created by the USMEPCOM FMO is available on the MEPNET (<https://mepnet.mepcom.army.mil/>) and Internet (<http://www.mepcom.army.mil/pubs/>).

4-13. Maintaining forms

a. Forms review. A review of forms is required at all levels to ensure forms are current and essential.

(1) USMEPCOM forms. Review USMEPCOM forms during the 18-month publications review (par. 2-17a).

(2) SOP-prescribed forms and sector and MEPS local forms. The local FMO will review SOP and local forms every 18 months. FMOs may record the review by memorandum and maintain the review results under record number 25-30b2; disposition in appendix A, section VI.

b. Master copy and historical files. FMOs will create a master copy CD for each official local form and maintain the CD under record number 25-30b2; disposition in appendix A, section VI. The CD title will list the form number and title only; file revisions of the form on the same CD. Keep all versions of the form on the CD for historical record; do not delete the previous versions. If additional CDs are needed for a particular form, mark them appropriately (e.g., USMEPCOM Form 25-XX, Title, Disk 1 of 2).

Appendix A

References

Section I (The publications needed to comply with this regulation.)

Required Publications

AR 25-1

Army Knowledge Management and Information Technology Management
(http://www.apd.army.mil/pdffiles/r25_1.pdf)

AR 25-30

The Army Publishing Program. Cited in paragraph 1-4a(1).
(http://www.apd.army.mil/pdffiles/r25_30.pdf)

AR 25-400-2

The Army Records Information Management System (ARIMS). Cited in paragraph 2-6a(6).
(http://www.apd.army.mil/pdffiles/r25_400_2.pdf)

AR 25-55

The Department of the Army Freedom of Information Act Program. Cited in paragraph 4-10.
(http://www.apd.army.mil/pdffiles/r25_55.pdf)

DA Pam 25-31

Forms Management, Analysis, and Design. Cited in paragraph 1-4-a(1).
(http://www.apd.army.mil/pdffiles/p25_31.pdf)

DA Pam 25-33

User's Guide for Army Publications and Forms. Cited in paragraph 4-5.
(http://www.apd.army.mil/pdffiles/p25_33.pdf)

DA Pam 25-40

Army Publishing: Action Officers Guide. Cited in paragraphs 2-2b.
(http://www.apd.army.mil/pdffiles/p25_40.pdf)

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

Related Publications

AR 11-2

Management Control
(http://www.apd.army.mil/pdffiles/r11_2.pdf)

Government Printing Office Style Manual

Cited in paragraph 2-7e(1).
(<http://www.gpoaccess.gov/stylemanual/browse.html>)

Section III (Publications prescribed by this regulation.)

Prescribed Publications

None

Section IV
Required Forms

(The forms needed to comply with this regulation.)

DA Form 12-R

Request for Establishment of a Publications Account. Cited in paragraph 3-2b.
(http://www.apd.army.mil/pub/eforms/pdf/a12_r.pdf)

DA Form 17

Requisition for Publications and Blank Forms. Cited in paragraph 3-3.
(<http://www.apd.army.mil/pub/eforms/pdf/a17.pdf>)

DD Form 67

Form Processing Action Request. Cited in paragraph 4-6b.
(<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0067.pdf>)

Section V
Prescribed Forms

(The forms prescribed by this regulation.)

USMEPCOM Form 25-34-1-R-E

Manuscript Requirements, Coordination, and Submission Checklist. Cited in paragraph 1-4k(1).
(MEPNET users: <https://mepnet.mepcom.army.mil/hqs/hq/mcea/forms/>)
(Internet users: <http://www.mepcom.army.mil/pubs/pubnform.asp?topic=Forms&sort=pdfFile>)

Section VI
Required Record Numbers

(The record numbers this regulation prescribes for the user to file specific documents.)

1jj

Reference publications. Cited in paragraph 2-17c.

Disposition: KE6. Event is when superseded, obsolete, or no longer needed for reference purposes. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy, except that accountable publications will be returned to supply channels.

Event Description: superseded, obsolete or no longer needed for reference

25-30b2

Numerical files (internal) - Offices other than office with Army-wide responsibility. Cited in par. 3-4b.

Disposition: KE6. Event is after supersession or obsolescence of form. Keep in CFA until event occurs; destroy 1 year after event.

Event Description: 1 year after supersession or obsolescence of form

Appendix B

Standing Operating Procedure (SOP) Guidance

B-1. Purpose

a. SOPs are detailed information and guidance written for a specific position in a particular office, written locally for local positions. They are a tool for the local commander or supervisor to establish routine operational procedures. SOPs are useful in orientation of new personnel and for personnel covering for absent employees. Proponents will review and update SOPs regularly, at least once a year.

b. SOPs will not establish policy and procedures; however, they may prescribe forms and use illustrations. Proponents will contact their local FMO for form requirements.

B-2. Format

SOPs will be in regulation format. At a minimum, SOPs will contain:

- a. Heading.
- b. Publication number, date, and title.
- c. Authentication.
- d. Table of contents.
- e. Required paragraphs listed in the order below.
 - (1) Purpose.
 - (2) References.
 - (3) Applicability.
 - (4) Restrictions (include a brief statement of restriction (e.g., who may update, when, where, etc.).
 - (5) Explanation of abbreviations/terms.
 - (6) Responsibilities.
 - (7) Procedures.

B-3. Numbering

The SOP publication number will consist of a series number (DA Pam 25-40, app. H) and a subnumber. Begin subnumbers with the number "1" and number consecutively thereafter. For example, number the first SOP written in the 40-series (Medical Services) as USMEPCOM SOP 40-1. In this sample, "40" is the series number and "1" is the subnumber.

B-4. Approval and authentication

Proponents submit their SOPs to their immediate supervisors for review. The supervisor will review, approve, and forward the SOP to the director, personal/special staff officer, or authorized individual for his or her signature. The authentication block will not show a distribution. Sample authentication blocks are at figures B-1 and B-2.

1	
2	
3	
4	Signature
5	John A. Doe
6	Director, Information Management
7	
8	

Figure B-1. Sample SOP authentication block (civilian)

1	
2	
3	
4	Signature
5	John A. Doe
	Major, United States Army
6	Director, Information Management
7	
8	

Figure B-2. Sample SOP authentication block (military)

B-5. Printing and distribution

After authentication, the proponent will date each page. The proponent and supervisor will print or keep an electronic copy on diskette or CD or as directed by the local commander. Local commanders may establish their own distribution requirements.

B-6. Management

SOP proponents will update their SOP's as procedures change, but review their SOPs at least once a year. SOPs will not establish policies and procedures; they provide detailed unit-specific procedures for USMEPCOM established policies and procedures.

B-7. Prescribed forms

SOPs may prescribe forms used only by the specific office. Proponents will contact their local FMO for direction on preparing SOP forms.

Glossary

Section I

Abbreviations

AR

Army regulation

CD

compact disk

DA

Department of the Army

DD

Defense Department

DOD

Department of Defense

FMO

forms management officer

FOIA/PA

Freedom of Information Act/Privacy Act

FOUO

for official use only

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPNET*

United States Military Entrance Processing Command Intranet

MEPS

military entrance processing station

pdf

portable document file

PCO

publications control officer

SOP

standing operating procedure

USMEPCOM

United States Military Entrance Processing Command

USMIRS

United States Military Entrance Processing Command Integrated Resource System

Section II

Terms

For Official Use Only

A designation that is applied to unclassified information which is exempt from mandatory release to the public under the Freedom of Information Act.

hardcopy

A publication or form that is published on paper.

*USMEPCOM-unique acronym.